CP-12 Phase I Directions

Follow the directions for enrolling and completing the 25 courses for Phase I of CP-12 Resident Training Course. Download and save the certificates you earn for each course and upload them into the CP-12 Blackboard site.

COURSES	DIRECTIONS
1. Commander Safety (8 hrs) 2. Additional Duty Safety (16 hrs) 3. Risk Management Civilian Basic (4 hrs) 4. Military Briefings (2 hrs) 5. Supervisor Safety (4 hrs)	Go to the following website and follow the directions. https://safety.army.mil/TRAININGCOURSES/OnlineTraining.aspx The Commanders Safety, Additional Duty Safety and Risk Management Basic courses are located on the Army Learning Management System (ALMS) section of the site. ***ATRRS registration may take up to 24 hours to confirm. You will receive an email with directions for the course.***
1. AMMO 45 [9E-F67/920-F35] (12 hrs) 2. AMMO 63 [4E-F44/645-F28] (16 hrs) 3. AMMO 78 [4E-F62/645-F46] (8 hrs) 4. AMMO 107-DL [4E-F26/431-F10] (40 hrs)	1) Go to http://www.dactces.org/ 2) Click "Online training" and select the AMMO course requested. 3) Go to "Click Here to Register" 4) Click "Register Here". Your ATRRS request will be initiated Enroll in and complete AMMO 107-DL ***after*** you have completed AMMO 45/63/78
Range Operations Professional Development (ROPD) Phase 4A (8 hrs)	1) Go to the Army Learning Management System (ALMS) website. https://www.lms.army.mil/Saba/Web/Main 2) Click the "Catalog Search" icon. 3) Log in using your CAC or AKO 4) Type "ROPD" in the search box 5) Click "Register" in the "Range Operations Professional Development Phase 4A" course listing. 6) Select "Continue Registration" in the Create Order page. 7) Complete all modules associated with the ROPD course.

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COURSES	DIRECTIONS

1. Emergency Planning (32 hrs)
 	
 2. Effective Communication (24 hrs)
	1) Go to https://training.fema.gov/is/crslist.aspx
	
	 2) Click on the "View All" under the page numbers for the ISP Courses.
	
	 3) Select the following courses:
	      a. IS-235.c – Emergency Planning
	      b. IS-242.b – Effective Communication
	
	 4) To the right of the course page is the *TAKE THIS COURSE* box where you can click "Interactive Web Based Course" to begin the course

Civilian Education System (CES) Foundation (57 hrs)	1) Self-register through the Civilian Human Resource Training Application System website https://www.atrrs.army.mil/channels/chrtas/default.asp 2) Log in using your CAC or AKO 3) You will need to create an account if you do not already have one. 4) Under Student Tab select "Apply for Training" 5) Select Foundation Course (FC) which will correspond with the Course Number ATRRS (1-250-C59 DL)
Action Officer Development (12 hrs)	1) Self-register through the Civilian Human Resource Training Application System website https://www.atrrs.army.mil/channels/chrtas/ 2) From the main page, choose your service category. 3) On the top taskbar, choose "Apply for Training". 4) Under "Training Type" choose "Action Office Development Course" then click "Next". 5) On the "Location List" toolbar check the button for web class. 6) Under class list check the button for "Select Class". 7) Check the data on your "Training Application" and select "Submit Application".

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COURSES	DIRECTIONS
1. CLC 024 Basic Math Tutoring (10 hrs) 2. CLC 011 Contracting for the Rest of Us (10 hrs) 3. HBS 444 Writing Skills (2 hrs)	1) Use the following link for the DAU Continuous Learning website https://www.dau.mil/training/clc 2) Do a search for the following course numbers: a. CLC 024 – Basic Math Tutorial b. CLC 011 – Contracting for the Rest of Us c. HBS 444 – Writing Skills 3) Click the "Apply for this course" button in the upper right corner of page 4) Select "Request an Account" Click here for instructional pdf 5) Under Virtual Campus Click "User guide to obtain a student account" 6) Read the form, then click the link for "STEP 1" or go to https://saar.dau.mil/ 7) Fill in the form to complete your registration and sign up for the courses.
1. Basic Toxicology for OSH Professional (2 hrs) 2. PAO & Media Safety (1 hr) 3. Introduction to Risk Communication for the OHS Professional (1 hr) 4. Industrial Hygiene (40 hrs) 5. Applied Ergonomics (40 hrs)	Once the CP-12 class officially begins, you will be enrolled into five (5) Public Health Center (PHC) courses. You will be able to access them in Blackboard LMS at: https://crc.ellc.learn.army.mil
1. Aviation Safety (4 hrs) 2. Introduction to Radiological Safety (16 hrs) 3. Safety Training & Educational Strategies (8 hrs)	Once the CP-12 class officially begins, you will gain access to the CP-12 Blackboard site. https://crc.ellc.learn.army.mil

CP-12 Phase I Directions

Technical Support

For technical support concerning ATRRS AITAS logon or multiple student accounts, please contact:

ATRRS Help Desk
(703) 695.2353/2060
DSN 225.2353/2060
ahelp@asmr.com

Hours of Operation: Mon – Fri, 0730–1730 EST.

DAU Help Desk
(866) 568.6924
DSN 655.3459
dauhelp@dau.mi

Hours of Operation: 0600–1800 EST

Blackboard Support
Nikki Lowin, Blackboard Instructor/Domain Administrator
(334) 255.9863
nikki.k.lowin.ctr.@mail.mil

Hours of Operation: Mon – Fri, 0730–1715 EST

DAU Continuous Learning Modules list
http://icatalog.dau.mil/onlinecatalog/tabnavcl.aspx

Apply for this course